



STATE OF HAWAII
DEPARTMENT OF ACCOUNTING
AND GENERAL SERVICES
P.O. BOX 119
HONOLULU, HAWAII 96810-0119

OCT - 1 2003

COMPTROLLER'S MEMORANDUM NO. 2003-24

TO: Heads of Departments

SUBJECT: Monthly Reporting Requirement of Salary Overpayment Amounts

This memorandum supersedes Comptroller's Memorandums No. 1996-7 dated March 8, 1996 and No. 1996-23 dated July 22, 1996. Please use the attached new format to report monthly salary overpayment amounts, by the new due date of the 20th day of the following month.

Please notify your departments and agencies that when hiring employees with salary overpayment balances, they must deduct any remaining salary overpayment balances until collected in full. Accumulated vacation payouts should also be adjusted for any salary overpayment balances before paying off vacation pay to terminating employees.

To insure consistent reporting, salary overpayment amounts should remain on the department's report until the Department of the Attorney General approves a write-off. If there are any questions, please call Wayne Horie, Accounting Division chief, at 586-0600 or Sheila Walters, Pre-Audit Branch chief, at 586-0650.

A handwritten signature in cursive script, reading "Russ K. Saito".

RUSS K. SAITO
State Comptroller

Attachment

OCT 06 2003

Department of
Salary Overpayment for the Month Ending:

	Employee	Date	Gross Amount Overpaid	Amount Recovered	Balance	CATEGORY				Reason for Salary Overpayment	Collection Agency
						Still employed and delinquent > 2 years	Still employed and delinquent < 2 years	Not employed and delinquent > 2 years	Not employed and delinquent < 2 years		
1					0.00						
2											
3											
4											
5											
6											
7											
Total			0.00	0.00	0.00	0.00	0.00	0.00	0.00		
Total No. of Incidents:						0	0	0	0		